



Applicants Guide to Submitting for a **ZONE CHANGE**

PURPOSE:

The City of Lake Forest Zoning Ordinance divides all property into various zoning districts for designating land uses and development standards. California State Law requires these zoning districts to be consistent with the land use designations of the City's General Plan. In addition, any other provision set forth in the Zoning Ordinance may be amended by following the process outlined below.

PROCESS:

Project Concept - Early on, the applicant should study the existing General Plan and Zoning Ordinance provisions for the site. It is important that the proposed change be consistent with the City's General Plan, otherwise the change cannot be effective without a General Plan Amendment. In addition, the applicant is also advised to review the proposed change with surrounding residents and property owners prior to a formal application.

Pre-Application - Prior to submitting a formal application, the applicant is encouraged to file a Pre-Application. This allows staff the opportunity to provide review and input at an early stage with the intent of preventing expensive plan revisions and delays later in the process.

Filing of Application - The applicant completes an application explaining the request, pays the filing fee and submits all required information to the Development Services Department. A staff planner will be assigned to review the material to ensure that all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required.

Environmental Review - All zone change requests are required to have an environmental assessment to determine whether it is necessary to prepare an Environmental Impact Report (EIR). The applicant will be informed as to the necessity of an EIR and the requirements for preparation in the event that an EIR is deemed necessary.

Staff Review - Following receipt of the required information, the planning staff evaluates the proposed zone change or amendment in terms of consistency with the City's General

Plan and the compatibility of the proposed land uses with surrounding land uses. A written staff report will be prepared for the Planning Commission which will include a description of the project and staff recommendations. A copy of this report will be available to the applicant prior to the Planning Commission hearing. Copies are also available to the public after they have been sent to the Planning Commission.

Planning Commission Review - The Planning Commission is required to hold at least one public hearing on zone change and zoning ordinance amendment applications. At least ten days prior to the meeting, owners of property within 300 feet of the subject site are notified by mail of the forthcoming hearing, and a notice of the public hearing is posted at City Hall and in the local newspaper.

At the public hearing, staff presents an oral report and recommendation. This presentation is followed by testimony from the applicant and by any interested persons who wish to comment on the application. A decision is made by the Planning Commission after evaluating the public testimony, the staff report and the environmental information. The Planning Commission recommends approval or disapproval of the requested action. The recommendation of the Planning Commission will then be forwarded to the City Council.

City Council Review - After the Planning Commission makes a recommendation, a public hearing is scheduled for the City Council. The same legal notification provided for Planning Commission consideration is also provided for the City Council hearing. At the hearing, Council considers the Commission recommendation. Following the public testimony, the City Council may: (1) refer the matter back to the Planning Commission for further evaluation; (2) continue the hearing to a specific time and place; or, (3) close the public hearing and make their final decision.

Appeal Process - The decision of the Planning Commission is followed by a 20 day appeal period. An appeal may be filed by any party who disagrees with the decision made by the Planning Commission. The appeal fee is equal to half the deposit submitted for the zone change.

Zone Change applications may be submitted to the Development Services Department Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m. and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (Closed for lunch 12:00 p.m. to 1:00 p.m.).

REQUIREMENTS:

The following information is required upon submittal:

1. Completed Zone Change application.

* If Applicable

2. Case deposit of \$10,000.00 (per City Council Resolution) payable to the City of Lake Forest. (*A Fee of \$372.00 is required for applications which require review by the OCFA. This will need to be a separate check made payable to the Orange County Fire Authority). A check payable to the County Clerk, in the amount of \$50.00 may be required for the County administrative filing fee, to enable the City to file the Notice of Determination required under Public Resources Code Section 21152 and 14 Cal. Code of Regulations 15075.
3. One (1) set of architectural plans reduced to 8 1/2" x 11".
4. Letter of justification, explaining in detail what its proposed. If alternative site development standards are proposed (e.g., overheight structures, parking modifications, etc.) the letter must specifically request approval and provide justification for the request.
5. Ownership list, map, and stamped envelopes.
 - a. Two (2) sets of self-addressed, stamped (not metered) envelopes of property owner located within a 300-foot radius of the project site and one (1) typed list of all property owners. Include following return address: Planning Division, City of Lake Forest, 25550 Commercentre Dr., Suite 100, Lake Forest, CA 92630.
 - b. One (1) copy of the Assessor's parcel map(s), indicating the three hundred (300) foot radius line and the applicant's property.
6. Ten (10) sets of architectural plans, including a site plan, and containing the following information (folded to a size of 8 1/2" x 11"):
 - a. Vicinity Map.
 - b. Title block (name and address of property owner and/or applicant).
 - c. Scale and North arrow.
 - d. Date plans prepared.
 - e. Identification of all property lines and dimensions of building site.
 - f. Elevations and cross section showing all dimensions and indicating materials and colors.
 - g. Floor plan.

* If Applicable

- *h. Ultimate street right-of-way lines, including existing striping on adjacent streets and existing and proposed accessways from streets. Plans should also include street locations, names, widths and existing improvements such as sidewalks.
 - *i. Location of all existing easements, dimensions and purpose of easements.
 - *j. Location of all existing and proposed walls and fences, including height, type and materials.
 - *k. Existing and proposed grades and topography of site.
 - *l. Location of all existing and proposed buildings, including building square footage and setbacks from property lines.
 - *m. Parking layout, indicating typical stall size, whether continuous curbs or wheel blocks are used, and a tabulation of all required and proposed on-site parking.
 - *n. Hardscape treatment such as special pavement treatment, etc.
 - *o. Location of all signs, including sign type, height, dimensions, copy, color, and type of illumination.
 - *p. Location of all trash and storage areas and method of screening.
 - *q. Location of all mechanical equipment and method of screening.
 - *r. Location of all lighting fixtures and proposed lighting levels.
 - *7. Detailed preliminary landscape plans including proposed landscape and hardscape. Landscape plans should indicate existing and proposed trees, shrubs and groundcover. In addition, specific percentages of boundary, parking lot and building site landscaping should be provided.
 - *8. Conceptual grading plan which indicates total cubic yards of grading, proposed cut and fill, anticipated truck traffic and proposed haul routes.
 - *9. Material and color board or colored rendering of project.
 - *10. Homeowner or Business Association approval.
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* If Applicable



ZONE CHANGE APPLICATION

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PROJECT INFORMATION:

Address: _____

APN(s): _____

APPLICANT INFORMATION:

Contact Person

Telephone No.

Mailing Address

City

FOR CITY USE ONLY:

Case No: _____

Project Name: _____

Date Submitted: _____

Deposit

Amount: _____

Zoning/GP: _____

Related Files: _____

Organization

E-mail Address

PROPERTY OWNER INFORMATION:

Contact Person

Telephone No.

Mailing Address

City

Legal Owner

E-mail Address

State

Zip Code

PROPOSED USE (Briefly describe the proposed project including use, zoning, square footages, type of business, Chapter and Section of Zoning Ordinance proposed for amendment, etc.):

I hereby certify under penalty of perjury that all the foregoing information is true and correct and recognize that any false or misleading information shall be grounds for denying this application:

Applicant (Signature)

Date

Property Owner (Signature)

Date

Department Use Only

Case #: _____

Date Filed:

Related Env.

Docs:

GENERAL INFORMATION (Print or Type)

Name of Proposed Project

Planning Application #

Location of Project

Assessors Parcel No

Applicant/Contact Name**Phone No:****FAX No:**

Address

Name and Address of person preparing this form (if different from above)

Phone No:

Detailed description of the Proposed Project. This should provide an adequate description of the site in terms of the ultimate use, which will result from the proposed project. Indicate if there are proposed phases for development, the extent of development to occur with each phase, and the anticipated completion of each increment. (Attach additional sheets if necessary).

[illegible]

CITY OF LAKE FOREST

Describe any proposed General Plan amendment, planned development, zone change, variance, conditional use, or specific plan amendment, which would affect the project site and why this is needed.

Related Projects: If this project is part or a portion of a larger project, describe the previous or associated project by name, preliminary planned development number, or other project identification.

Previous Environmental Documents: If this project is part of a larger project for which a Negative Declaration or an Environmental Impact Report has been prepared and certified, reference the document below. Include the date and SCH # if possible.

Other permits or approvals: Include a description of all permits and approvals that will be necessary from the City of Lake Forest and other governmental agencies in order to fully implement the project. Please attach project plans including preliminary grading plans, drainage plans, water quality management plans (WQMPs), construction site Best Management Practices (BMPs) Plans.

SITE CHARACTERISTICS

Property size:

Gross (sq. ft./acre): _____

Net (sq.ft. /acre) (total site minus areas of public streets and proposed dedications): _____

Zoning:

Existing: _____ Proposed: _____

General Plan Designation:

Existing: _____ Proposed: _____
_____ Proposed: _____

Describe the physical setting of the site, as it exists before the project, including information on topography, soils, plants (shrubs, trees) and animals, trails, roads, drainage courses and scenic aspects. Describe any existing structures on site (including age and condition) and the use of the structures. Attach photographs of significant features described. In addition, site all sources of information (i.e. soils and hydrologic studies, biotic and archeological surveys, traffic studies).

CITY OF LAKE FOREST

In the known history of the site, has there been any use, storage, or discharge of hazardous and/or toxic materials? Examples of hazardous and/or toxic materials include, but are not limited to PCB's; radioactive substances; pesticides and herbicides; fuels, oils, solvents, and other flammable liquids and gasses. Also note, underground storage of any of the above. Please list the materials and describe their use, storage, and/or discharge on the property, as well as the dates of use if known. _____

INFORMATION SOURCE: _____

Hazardous waste and substances disclosure. Is the development project and any alternatives proposed in this application contained on any lists compiled pursuant to Section 65962.5 of the Government Code? Specify any lists: _____

INFORMATION SOURCE: _____

Describe surrounding properties, including information on plants, animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, retail, etc.) and scale of development (height, frontage, setback, rear yard, etc.). _____

INFORMATION SOURCE: _____

Describe any noise sources and their levels that now affect the site (freeway, roadway noise, etc.) and how they will affect the proposed uses. _____

INFORMATION SOURCE: _____

Describe any short-term or long-term noise to be generated, including source and amount. How will these noise levels affect adjacent properties and on-site uses? What methods of soundproofing are proposed? _____

INFORMATION SOURCE: _____

Are there any existing erosion problems? _____

INFORMATION SOURCE: _____

Are there any streams or permanent watercourses on the site? _____

INFORMATION SOURCE: _____

CITY OF LAKE FOREST

Answer each of the following items of effect. Discuss all items checked "yes" on attached sheets, including the methods to control and mitigate those effects.

	Yes	No
1. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic view or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
3. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amount of solid waste or litter generation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes, or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
6. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammable substances or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
12. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>
13. Will the project create any new light source or significant glare, other than street lighting?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will the project harm any riparian habitat or modify the habitat of any species identified as a candidate, sensitive or special status species in local or regional plans, policies or regulations, or by the California Dept. of Fish and Game or U.S. Fish and Wildlife?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will any mature or scenic trees or shrubs be removed or replaced?	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED BUILDING CHARACTERISTICS (BOTH RESIDENTIAL AND NONRESIDENTIAL)

Size of new structure or addition in gross square feet: _____

Building height measured from ground to highest point in feet: _____

Number of floors / stories: _____

Height of other appurtenances (antennas, steeples, etc.) measured from ground: _____

Project site coverage: Building _____ sq. ft. _____ %

Landscaping _____ sq. ft. _____ %

Paving _____ sq. ft. _____ %

Exterior building materials: _____

Wall and / or fencing material: _____

Total number of off-street parking spaces required: _____

Provided: _____

Total number of bicycle parking spaces: _____

CITY OF LAKE FOREST

RESIDENTIAL PROJECT

Total Lots _____ Net density / acre _____
 Total Acreage _____ Gross density / acre _____
 Total dwelling units: _____
 How many new residents is the project estimated to generate? _____

	Single Family	Two Family	Multi-family (More than 2)	Co-op / Condominium (Ownership)
Number of units:	_____	_____	_____	_____
Size of lot (sq.ft):	_____	_____	_____	_____
Size of unit:	_____	_____	_____	_____
No. of bedrooms:	_____	_____	_____	_____
Price range:	_____	_____	_____	_____

RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER PROJECT

Type of use(s): _____

Oriented to: _____ Regional _____ City _____ Neighborhood _____

Hours of operation: _____

Total occupancy / building capacity: _____

Number of seats (church, restaurant, theatre, etc.): _____ Gross floor area: _____

Number of employees (total): _____ Employees per shift: _____

Number of visitors / customers on site at busiest time (best estimate): _____

Other occupants (specify): _____

Approximately how many tons of solid waste will the project produce each year? _____

INFORMATION SOURCE: _____

Is the project site within 2,000 feet of an identified hazardous / toxic site? _____

INFORMATION SOURCE: _____

Is the project site within 2,000 feet of a school or hospital? _____

INFORMATION SOURCE: _____

Will the project require additional housing? _____

What is the current and estimated number of motor vehicles to arrive at the site as a result of the project? _____

Could the project increase traffic hazards to motor vehicles, bicyclists or pedestrians? _____

INFORMATION SOURCE: _____

How close is the project to the nearest public park or recreation area? _____

INFORMATION SOURCE: _____

CITY OF LAKE FOREST

What schools will be affected by this project? _____

INFORMATION SOURCE: _____

Describe the energy-efficient features included in the project: _____

Describe how the following services or utilities will be provided:

Power and Natural Gas _____

Telephone _____

Water _____

Sewer _____

Storm Drainage _____

Solid Waste _____

Will the project block any vista or view currently enjoyed by the public? _____

OWNER CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of Lake Forest.

Date: _____

Signature: _____

Title: _____